

# Volunteer Opportunity

LOCATION OF POSITION	LOUISVILLE PUBLIC LIBRARY
POSITION TITLE	MEDIA SHELVER
SUPERVISOR	CIRCULATION SUPERVISOR
<b>Job Responsibilities:</b>	<ul style="list-style-type: none"> <li>Sort and shelve audio and video media in all areas of the Library</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Ability to sort and shelve videos, CDs, and DVDs by call number and alphabetically</li> </ul>
<b>Job Summary:</b>	<ul style="list-style-type: none"> <li>To assist the Library's Circulation staff by sorting and shelving media that has been checked in</li> <li>Other duties as may be necessary to complete shelving tasks</li> </ul>
<b>Material &amp; Equipment Used:</b>	<ul style="list-style-type: none"> <li>Book carts and Library materials</li> </ul>
<b>Work Environment and Physical Activities:</b>	<ul style="list-style-type: none"> <li>Casual, friendly atmosphere in new building</li> <li>Ability to push or pull carts when moving materials from one area to another</li> <li>Bending, stretching, kneeling, and lifting will be necessary</li> </ul>
<b>Training Provided:</b>	<ul style="list-style-type: none"> <li>Work one-on-one with a staff member for approximately two hours</li> </ul>
<b>Minimum Time Commitment:</b>	<ul style="list-style-type: none"> <li>2-3 hours per week</li> </ul>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>Social interaction with other volunteers and Library staff</li> <li>Being part of a team at one of the top libraries in Colorado</li> <li>Annual volunteer recognition luncheon</li> </ul>

If you are interested, please complete a [City of Louisville Volunteer Application](#). These are available at information desks in the Library and on the Web site. You may return it to the Library in person, by mail, fax, or scan/email.

Once your application is received, the supervisor will contact you to discuss the position and your qualifications and availability.